

DUTY STATEMENT

Employee Name:	Position Number: 580-310-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Program Specialist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Nutrition and Physical Activity Branch, Equity and Strategic Alignment Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission by leading or co-leading strategic alignment activities in the Nutrition and Physical Activity Branch (NPAB), whose vision is well-nourished, physically active Californians living in healthy communities.

The Health Program Specialist (HPS) II serves as a highly skilled, technical public health program consultant. The HPS II requires a high level of expertise in statewide assessment, planning, development, implementation, and evaluation of major statewide programs, initiatives, and policy development that support community-based and public health approaches to improve food insecurity and health disparities of eligible low-income Californians through community engagement. The HPS

II identifies, develops, and fosters partnerships to advance obesity prevention policy, systems, and environmental (PSE) changes; assists leadership with planning and implementation of obesity prevention strategies and activities; and works in collaboration with cross-sectional teams within the NPAB to drive state-level nutrition and physical activity interventions and evaluation of program impacts in accordance with state and federal funding requirements. The HPS II may represent the Branch by serving on relevant cross-sectional, cross-department and public workgroups to advance public health obesity prevention approaches and other nutrition and physical activity-related opportunities. Travel is an essential function of this position and is required up to 15 percent of the time.

The incumbent works under the direction Equity and Strategic Alignment Section Chief (HPM II) of the NPAB.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: up to 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Provides public health expertise and supports high profile branch projects involving external partners, grantees, contractors, and/or internal staff. In collaboration with cross-branch teams and staff, provides technical assistance and designs training support packages, policies, and procedures. Provides expert knowledge for the development and administration of procurements, including, but not limited to Requests for Proposals and Requests for Applications and other funding vehicles, as required, to advance public health approaches to obesity prevention, technical assistance, and to engage PSE and partnership subject matter experts. Provides guidance and coordination to local contractors, partner organizations and grantee-targeted workgroups to facilitate cross-fertilization in the field. Supports coordination of evaluation of state-level projects with branch program and evaluation staff and evaluation contractor. Ensures cross-sectional coordination and collaboration of programmatic and branch-level directed initiatives across a mix of state and federal funding sources, such as the Supplemental Nutrition Assistance Program and Education (SNAP-Ed), relevant Center for Disease Control and Prevention grants, and/or general funds. Assists with fulfilling funder-guided reporting, documentation, and grant application requirements. Provides expertise in the evaluation of programmatic directions and initiatives. Reviews recommendations and analyses of data collected from programmatic activities and projects to ensure alignment with Branch strategic direction. Assists in the development, revision, and submission of the annual CalFresh Healthy Living State Plan and Annual Reports as needed.
- 25% In collaboration with cross-section teams and staff, develops technical assistance and training support packages for contractors and grantees to encourage the development of local and

regional partnerships that support PSE strategies and CalFresh Healthy Living programmatic priorities. Collaborates closely with other programs, partners, contractors and grantees working with related and relevant agencies, organizations and individuals; confers routinely regarding matters of health policy and participates in relevant local, state and national working groups. Participates in relevant list-serves and communicates information on national best practices, webinars, and other resources branch wide, as appropriate. Assists in the development of program guidance materials, policies and procedures that support the PSE goals of the section and meet the needs of contractors and grantees. Applies public health expertise in identifying partnership evaluation measures and metrics. Develops, maintains, and expands internal and external partnerships with public and private organizations that align with NPAB vision and goals.

- 20% Serves as member of the strategic alignment team, working on activities related to strategic planning and alignment for the promotion, development, implementation and evaluation of Branch priorities and programs. Works with the Equity and Strategic Alignment Section Chief and other staff to ensure coordination of the strategic planning process and includes key staff where appropriate.
- 10% Participates in the coordination and content development of complex and sensitive state sponsored conferences, stakeholder forums, and meetings with state and local partners. Coordinates, designs, and implements program schedules or meeting agendas to achieve strategic goals and objectives; develops a timeline, integrated communication plan, and ensures learning outcomes are achieved, as applicable. Plans, sets-up, and delivers interactive webinar sessions; schedules and participates in run-throughs; and records sessions for web posting or archiving purposes. Responds to stakeholder inquiries as part of ongoing technical assistance and customer service.
- 5% Maintains current knowledge in public health promotion practices, policy development, research, and grant-writing, including but not limited to specialty focus areas such as learner-centered education, food insecurity, dietary guidelines, informatics, equity, social marketing, and health behavior. Researches existing and emerging approaches that support public health goals and outcomes to promote and support community engagement practices.
- 5% Contributes to the preparation of funder-required documentation and reporting and a wide variety of policy, and technical and scientific communications, including critical analyses, legislative analyses, reviews, evaluation findings, briefings, presentations, testimony, journal articles, reports, memos, and correspondence including tabular, graphic, statistical, and electronic displays.

Regions		
Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, Richmond, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa

	Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
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Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: JJ

Date: 12/6/24